

HR CAREER DEVELOPMENT PLAN

Name	Position
Department	Supervisor

Goals`	Skills or Competencies	Resources`	Activities	Status
Short-range				
Mid-range				
Long-range				

Where are you Know?

This process starts with taking a good look at where you are currently at. What are your skills, talents and interests? What are your values – do you like to lead, work with people or alone with data or text? Do you like working face to face with people or prefer independent work? Do you like to work inside or outside? Do you like working to deadlines? Which teams do you like working on, quiet or loud, small or large?

Where do you want to go?

Knowing where you want to go makes the next steps in determining your future career move much easier.

Setting and Achieving Goals:

Now that you have a clearer picture of where you are now and where you want to go , it is now time to set some goals for yourself and create your Career Development Plan – goal summary.

When deciding on your career development goals it is imperative that you set yourself up for success